

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Agency Payroll Administration	Title Of Process: Time Statement	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Time Statement.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Time Entry Operator	Status: Complete	Issued 11/06/2003 Revised:

Overview

Trigger:

Someone wants to review the detail time information for an employee after time evaluation runs. This report shows detail by pay period. The detail displays the employee group, subgroup, time management status, work schedule, work hours, leave used, and holiday hours.

Business Process Procedure Overview
After time sheet information is entered and evaluated, this report may be run to verify the time data. Entering the employee's number or the organization key for a group of employees selects the employees whose detail information can be reviewed.

Procedural Steps

1.1. Access transaction by:

Via Menus	Reports after Time Evaluation > Time Statement
Via Transaction Code	PT61
Via Favorites Menu	Time Statement

Double click on "Time Statement" and the following screen will appear:

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Time Statement Form

Further selections Search helps Sort

Payroll period

Payroll area: UB

☒ Current period
☐ Other period

Period

Selection

Personnel number: [] [→]
Organization key: [] [→]

Parameters for time statement

Form name: ZUTE

Data selection and navigation

☒ Printout of recalculation
☒ Include employees with errors
☐ Branch to time data info

Parameters for list layout

☒ Collapse time wage types
☐ Week totals: Full weeks only
☒ Statistics information at end
☐ Format form in color

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Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current or Other depending on if payroll has processed
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Form Name	ZUTE or ZUTT

1.2 Specify the payroll area. The screen defaults to the correct area, UB.

1.3 Specify the pay period for the Time Statement Form. The screen has the selection of current period or other period.

- Current period
 - Use this option during the week of payday.
- Other period
 - Use this option during the week of time entry. Type in the pay period and calendar year for which time is being entered.

1.4 The “Personnel number” field may be left blank if using the agency “Organization key”. Specific employees may be selected by entering the employee identification number(s) in the “Personnel number” field. Enter more than one EIN by clicking on the arrow box next to the “Personnel number” field. A box appears that allows entry of multiple EIN's.

1.5 The “Organization key” field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and org 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the arrow box to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100 org 0420 and any distribution code.

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- 1.6 The “Form name” field may be used to list the time data as detailed or summarized.** The screen defaults to the form name “ZUTE”. This view shows what is actually entered by day and anything generated by time evaluation. The form “ZUTT” shows what is generated by time evaluation rather than what is actually entered.
- 1.7 Click on the Execute button in the upper left area that looks like a clock to view the report.** An example of the report is below.

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Time Statement Form

Time Statement List

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Employee : 00121569 Charmaine Rehmina
Org Key : 710 94000000

Personnel area : 0001 Personnel subarea : 0710
Employee group : 1 Employee subgroup : 71
Time Mgt Status : AutoPay Work Schedule : U100

Evaluation period from 10/11/2003 to 10/24/2003

Day	Att/Abs (recorded)	Totals for Day:	Att	Abs	Tot	Auto	DWS
11			0.00	0.00	0.00	0.00	OFF
12	Regular Hrs Worked (UT		10.00	0.00	10.00	0.00	OFF
13	Regular Hrs Worked (UT	Col. Day	10.00	8.00	18.00	0.00	8.00
14			8.00	0.00	8.00	8.00	8.00
15			8.00	0.00	8.00	8.00	8.00
16			8.00	0.00	8.00	8.00	8.00
17			8.00	0.00	8.00	8.00	8.00
18			0.00	0.00	0.00	0.00	OFF
19			0.00	0.00	0.00	0.00	OFF
20	Annual Leave (UT) 00:00 10:00		0.00	10.00	10.00	0.00	10.0
21			8.00	0.00	8.00	8.00	8.00
22			8.00	0.00	8.00	8.00	8.00
23			8.00	0.00	8.00	8.00	8.00
24	Regular Hrs Worked (UT		6.00	0.00	6.00	0.00	8.00

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- 1.8 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.** The default print orientation is landscape. The print format can be changed to portrait from the "Print Screen List". Click in the "Format" box located at the bottom of the screen. Click on the drop down list box for a list of choices. Click on the last option "X_65_80 – ABAP/4 list: At least 65 rows by 80". Once the cursor is in the last row click on "Choose". An example of this selection is below.

The screenshot shows the SAP 'Print Screen List' dialog box. The 'Format' dropdown is open, displaying a list of formats. The format 'X_65_80' is selected, which is described as 'ABAP/4 list: At least 65 rows by 80'. The 'Choose' button is highlighted. The background shows the 'Print Screen List' dialog with fields for Name, Title, Authorization, Spool options, and Print settings.

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- 1.9 Next, click “Continue” on the “Print Screen List”.** A warning message is displayed. Click the green check mark to proceed. The form is sent to print. An example of the right format being selected and message is below.

The screenshot shows the SAP 'Print Screen List' dialog box. At the top, there are tabs for 'Continue' and 'User-specific print parameters'. The 'Continue' tab is active. Below the tabs, there are fields for 'Name' (RPTEDT00_PHA), 'Title', and 'Authorization'. A 'Warning' dialog box is overlaid on the main window, displaying a yellow warning icon and the text: '132 columns too great for format "X_65_80"'. Below the warning, there is a green checkmark icon and a 'New entry' button. To the left of the warning, there are 'Spool options' including 'Print immediately', 'Delete after 0', and 'New spool request'. Below these are 'Print priority' (medium), 'Spool retention per.' (8 Day(s)), and 'Archiving mode' (Print only). At the bottom, there are 'Print settings' including 'Report page' (65), 'Report width' (132), and 'Format' (X_65_80). There are also checkboxes for 'Only text' and 'Footer'. The bottom of the dialog shows a status bar with 'DV1 (1) (110)' and buttons for 'Duke' and 'OVR'.

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2 The information listed in the “Time Statement List” area of the report is listed below with a brief description.

Printed on	Date the report was printed.
Page	Page number of the report.
Employee	The employee's identification number and name.
Org Key	The employee's home agency, low org, and distribution code.
Personnel area	0001 is the personnel area for all employees.
Personnel subarea	The employee's agency code.
Employee group	Controls pay and benefit processes.
Employee subgroup	Determines what overtime rules apply.
Time Mgt Status	Time entry required or auto pay.
Work Schedule	Code for hours and days of the week the employee is scheduled.
Evaluation period	Pay period beginning and ending dates.

2.2 The columns in the “Totals for Day” area on the form “ZUTE” are listed below with a brief description.

Day	The date.
Att/Abs (recorded)	The text description of what was actually entered on the time entry screen.
Totals for Day	May contain the holiday description or scheduled start and end times for daily schedule change entries.
Att	Work time actually recorded on the time entry screen.
Abs	Leave used actually recorded on the time entry screen. Holiday hours also show in this column.
Tot	Total work and leave used for that day.

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Auto

Auto pay hours that were generated based on the employee's work schedule and time management status.

DWS

Daily work schedule. The hours scheduled that day for the employee.

2.3 The columns in the "Totals Overview" area are listed below with a brief description.

Time type

Description for hours worked, holiday hours, leave used, and total hours.

Number

Total amount of hours for each time type.

Time type

Description for leave hours earned such as the leave accrual for the pay period, comp, and excess.

Number

Total amount of hours earned for each type of leave.

2.4 The columns in the "Time Wage Types" area are listed below with a brief description.

Day

Date for each day of the week hours are paid or earned.

Wage type

All earnings, deductions, taxes, and benefits are maintained in the system by wage type.

WT Text

Description for each wage type.

Hours

Total amount of hours by day for each wage type.

2.5 The columns in the "Time Evaluation Messages" area are listed below with a brief description.

Date

Date for each day of the week a message is generated by time evaluation.

Message

Code and description generated by time evaluation.

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